

SHPE-Carnegie Mellon Constitution

Article I: Name of Organization

The name of this organization shall be The Society of Hispanic Professional Engineers, Carnegie Mellon Student Chapter, henceforth referred to as CMU SHPE.

Article II: Mission, Focus, & Objectives

Section 1: Mission & Focus Our mission is to promote and support Carnegie Mellon's Hispanic students aspiring towards excellence in professional technical fields. Engineering, professionalism, and Hispanic culture embody the three focal points of our society. Primarily, we are a core of engineers, scientists, and mathematicians within a body of technical disciplines. Secondly, we create useful working relationships from which anyone can benefit. Lastly, we encourage participation in the Hispanic culture within the collegiate community. SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians and engineers.

Section 2: Objectives

- Change lives by empowering the Hispanic community to realize its fullest potential and impact the world through STEM awareness, access, support and development.
- Promote the community of Hispanic engineering and science students at Carnegie Mellon
- Develop and participate in programs with industry and the University which benefit students seeking technical degrees
- Make students aware of employment, graduate school, and scholarship opportunities in their respective fields.
- Develop programs that promote leadership skills among members.
- Promote relationships with SHPE Student Chapters at other colleges and universities, as well as local professional SHPE Chapters.
- Promote cultural and social activities.

Article III: Association

Section 1: Affiliation The Carnegie Mellon Student Chapter will be an affiliated Chapter of the Society of Hispanic Professional Engineers, Inc. (SHPE, Inc.). The organization possesses the right to adopt its own rules and procedures within the framework of SHPE's national bylaws and Carnegie Mellon's rules and regulations. This student Chapter will be part of the region defined by the SHPE National Board of Directors.

Section 2: Non Discrimination No person shall be denied membership in this organization because of race, color, sex, age, sexual orientation, disability, nationality, religious affiliation, belief, or course of study.

Article IV: Membership

Section 1: Regular Membership

Students, both graduate and undergraduate, who currently attend Carnegie Mellon University are eligible for membership. Although the organization primarily focuses on Hispanic/Latino themes for events and professional development, membership is non-restrictive.

Section 2: Honorary Members

Honorary members are those individuals who have made significant contributions to SHPE- Carnegie Mellon and have acquired a great amount of points on the Point System.

Section 3: Rights & Obligations

In order to become a recognized member of the Carnegie Mellon chapter of the Society of Hispanic Professional Engineers, a prospective organization member must pay \$10 dues for the year and register at the National SHPE Level. These dues cover events costs for all events on campus. Anything off campus is subjected to additional fees (i.e. National SHPE Conference). Dues must be paid before the second general body meeting of the year. Members of SHPE should attend all general body meetings, unless it is specifically noted otherwise. Members are welcome to attend executive board meetings, during which the executive board will act as a council. The council will hear and discuss any comments/complaints given by its membership.

Article V: Officers and Executive Board

The officers of SHPE-Carnegie Mellon shall consist of at least a President, External Vice President, Internal Vice President, Secretary, and Treasurer. These officers shall constitute the Executive Board of the Chapter and will devise, promote, and monitor SHPE-Carnegie Mellon activities while abiding by the bylaws. The training period shall commence at the first executive board meeting after the Executive Board elections. The term of office shall be one (1) year, commencing on March 1st of the year elected to office, and ending on February 30 of the subsequent year.

Section 1: President

The President shall represent the Chapter and be responsible for the management of all business concerning the Chapter. He or she shall prepare the General Body Meeting agendas and Executive Board Meeting agendas and preside over General Body Meetings and Executive Board Meetings. The President, after consulting with the other officers, may appoint committee chairs to help realize his or her plan of action. The president is also responsible for the incoming email and other communication from companies and forwarding it on to the membership or appropriate parties. The President shall make sure regional and national deadlines are met for the National Reporting Program. Lastly, the President is responsible for meeting with the organization's adviser, the CIT Diversity Panel, Presidents of other Organizations and individuals wanting to create a partnership or relationship with SHPE. He or she shall also become an Authorized Signer. He or she shall oversee the the Service Committee. In the case that there are two External Vice Presidents, one of them shall oversee the Service Committee instead of the President.

Section 2: Internal Vice President

The Internal Vice President shall act as President pro tem in the latter's absence. He or she shall be responsible for communication with officials and coordination of events within the University. Communication includes the deans of the colleges within the university, former alumni and other student organizations. He or she shall also be responsible for recruitment and retention of members. Overall, the Internal Vice President should strive to build community within the organization. He or she shall oversee the Social Committee. The Internal Vice President is responsible for recruiting the Freshman Representative through creating the application and setting up interviews.

Section 3: External Vice President

The External Vice President shall communicate with sponsoring companies, local

corporations and other SHPE Chapters. They are also responsible for coordination for the events taking place outside of the University. He or she is responsible, along with the secretary, the writing of the End of the Year Report. The External Vice President shall also solicit funding from companies and organizations via written proposals. He or she is also responsible for the incoming email and other communication from companies and forwarding it on to the membership or appropriate parties. He or she will oversee all operations regarding the SHPE National Conference. He or she shall oversee the Professional Committee. If needed, there should be two External Vice Presidents.

Section 4: Secretary

The Secretary shall be responsible for recording and maintaining a permanent record of General Body Meeting and Executive Board Meeting minutes. He or she shall record and maintain a list of contacts of current members, alumni, and honorary members. He or she is also responsible for taking attendance at events and keeping track of the Point System. The Secretary maintain an up-to-date Google Calendar and list of Important Dates with all Chapter events and appropriate regional and national events. The Secretary shall be responsible for reviewing the NRP reports along with the Vice Presidents and President. Additionally, the Secretary should review any high priority messages (emails, letters, posters, presentations, etc.) before they are presented to the public as to maintain the professional image of the Organization. He or she is also responsible for checking both student org and the CMARC mailboxes.

Section 5: Treasurer

The Treasurer shall be responsible for the collection of dues and the disbursement of authorized funds, as well as providing reimbursements to members/committees in the club. The Treasurer shall make a financial status report to the Executive Board at the second meeting of the month and at all General Body Meetings. The Treasurer is also responsible for the usage and protection of the pCard for use within the club limits. He or she shall become an Authorized Signer. He or she will make sure that Student Activities' monthly financial report for the Chapter is accurate and free of any errors or discrepancies. The Treasurer shall create and maintain the Chapter's own financial records and make a budget proposal to the Joint Funding Committee for the following year. He or she is also responsible for keeping a record of all corporate sponsors including dates and amount for the given year.

Article VI: Chairpersons

Standing and ad hoc chair people shall be established by the Executive Board as needed to realize the programs and functions of the Chapter. Committee

Chairpersons shall be appointed and approved by the Executive Board.

Section 1: Recommended Chair Positions The Executive Board may realize their objectives by assigning specific responsibilities to committees. A sample of committees and responsibilities may include:

- Conference Chair:
 - He or she shall be responsible for organizing and planning out all events dealing with the annual National SHPE Conference. This includes all matters concerning student registration, hotel booking, transportation, preparation, etc. Holding workshops is not required but highly advised in order to prepare the students for the workshops and Career Expo at the Conference. The Conference Chair must also be attentive to registration deadlines for events such as the Academic Olympiad held at the Conference. Ideally there should be two Conference Chairs.
- Webmaster/Publicity Chair:
 - His or her role is to be the main point of contact for technical matters with regards to communication. He or she shall maintain and update the chapter website and calendar regularly, in addition to other networking media. He or she shall also determine and ensure that the website meets regional and national requirements, and will maintain and bequeath domain and hosting accounts. To accomplish these tasks, as well as others that may arise, the Communications Chair shall work closely with all executive board members to ensure that all information is up to date, and with the general body to provide them with the information they find relevant. In addition, he or she shall design posters, fliers, cards, or any other tangible media for public display and/or distribution, reaching out to the public.
- The Historian/Public Relations Chair
 - He or she shall document every event the Society of Hispanic Professional Engineers hosts and takes part in. Social or professional, the Historian shall take photographs, record the date and time, and provide a description of the events in a log for future reference and easy accessibility. He or she shall keep track of alumni and be in constant communication with them.
- BASE Chair -
 - Shall be responsible for the fruition of a mentorship program in which upperclassmen provide guidance to underclassmen. The BASE Chair will also be responsible for planning events for these mentor-mentee

pairings. It is the BASE Chair's responsibility to follow up with mentor-mentee pairings and ensure that both parties are getting the most out of this relationship. The BASE Chair will remain in close contact with the NSBE BASE Chair and SHPE's advisor.

- The Community Outreach Chair
 - Shall be responsible for the organization and management of community service projects in the greater community of Pittsburgh. The Chair shall build SHPE's relationship with the community and begin and maintain contact with local service organizations. The Chair is also responsible for providing information for members who want to be involved in community service, and to help members with any necessary paperwork or other material that is needed to join a service project.
- Noche de Ciencias Chair
 - Plans Noche de Ciencias in the spring semester and helps out with service events. Shall ensure that all of the requirements for this event are met found in the SHPE National Website.
- First Year Student Representatives:
 - Shall promote the continuity of SHPE-Carnegie Mellon by encouraging the membership and active participation of first year members

Article VII: Executive Board Elections

SHPE has members elected to positions on its executive board. Eligibility for said positions is dependent on a member's previous position and their prior contributions to SHPE. The elections process begins two weeks before the 1st of March, and end the week after the 1st of March.

The voting process will begin with a contact gathering the names of interested members. They will choose their positions of interest, reasons for their interest, and how they will impact the executive board environment. An election date will shortly follow, during which candidates and general body members alike gather. A candidate will present his or her desired position and intentions to the general body. An executive board member is selected for a specific position by majority vote.

Section 1: President

The candidate will need at least 1 year of experience serving on the SHPE executive board. If and only if the pool of candidates is insufficient, and there are fewer than 3 eligible candidates, then the eligibility for this position will be extended to general body members. In addition, the winning candidate will undergo training by the

previous President for 4 weeks in order to acclimate him or her to the environment and evaluate their performance.

Section 2: Internal Vice President

The candidate will need at least 1 year of experience serving on the SHPE executive board. If and only if the pool of candidates is insufficient, and there are fewer than 3 eligible candidates, then the eligibility for this position will be extended to general body members. In addition, the winning candidate will undergo training by the previous Internal Vice President for 3 weeks in order to acclimate him or her to the environment and evaluate his or her performance.

Section 3: External Vice President

The candidate will need at least 1 year of experience serving on the SHPE executive board. If and only if the pool of candidates is insufficient, and there are fewer than 3 eligible candidates, then the eligibility for this position will be extended to general body members. In addition, the winning candidate will undergo training by the previous External Vice President for 3 weeks in order to acclimate him or her to the environment and evaluate his or her performance.

Section 4: Secretary

Any regular member may run for Secretary. In addition, the winning candidate will undergo training by the previous Secretary for 3 weeks in order to acclimate him or her to the environment and evaluate his or her performance.

Section 5: Treasurer

Any regular member may run for Treasurer. In addition, the winning candidate will undergo training by the previous Treasurer for 3 weeks in order to acclimate him or her to the environment and evaluate his or her performance.

Section 6: Chairs

Any regular member may apply to become a chair. In addition, the winning candidates will undergo training by their previous respective chairs for 2-3 weeks in order to acclimate him or her to the environment and evaluate his or her performance.

Article VIII: Meetings

Section 1: Definition of Quorum A General Body Meeting quorum shall consist of at least thirty-three percent (33%), of all regular members. An Executive Board Meeting

quorum shall consist of four Executive Board members.

Section 2: General Body Meetings General meetings shall be determined by consensus of the Executive Board and regular members. There shall be bi-weekly GBMs during each semester.

Section 3: Executive Board Meetings

Executive Board Meetings shall be held weekly.

Section 4: Main Executive Board Meetings

Main Executive Board Meetings shall be held weekly, before the Executive Board Meetings. The President, External Vice-President(s), Internal Vice-President, Treasurer and Secretary shall attend.

Section 5: Committee Meetings

Main Executive Board Meetings shall be held bi-weekly. The respective heads shall organize and run these meetings as described in the Executive Board Position descriptions.

Article IX : Resignations & Removal from Office

The term length is 1 year. An executive board member may only leave office if impeached, found to be physically/mentally unable to fulfill the requirements of the position, or if he or she formally resigns.

Section 1: Resignations Any Executive Board member who resigns from office shall submit a letter of resignation to the Executive Board at the next Executive Board meeting. Presidential resignation shall result in the Internal Vice President taking over the responsibilities of the President. Any other officer resignation shall result in the Executive Board taking over the responsibilities of the resigned officer. The Executive Board shall also have the option to fill a vacant position through a General Body election process, as outlined in Article VII. The elected individual shall be willing, available, and interviewed by 3 members of the executive board to see if he or she is qualified to take on this role.

Section 2: Removal from Office

Any member who feels that an Executive Board Officer or Committee Chairperson is

not fulfilling their duty may bring the issue to the attention of the Executive Board or individual Executive Board Officers. The matter shall be placed on the agenda for discussion at the next Executive Board meeting. The Executive Board must take action after this meeting and make a sincere effort to resolve the issue. An unresolved issue may result in an Executive Board decision to remove the officer or chairperson in question. The decision for removing the officer or chairperson shall be by secret ballot at an Executive Board meeting. A notice will be sent to nationals. In the case of resignation, a member must write a letter detailing the reasons for leaving.

Article X: Amendments to the Bylaws

Amendments to the bylaws may be made upon request to the president. They must be written propositions, with the reason for the amendment abundantly clear. Amendments may be suggested only from within the executive board, although a general body member may submit to a member of the board who can then transmit it to the president. The president has the power to accept or veto an amendment. Members of the executive board may challenge the decision made by the president, thus annulling the decision made. This can only be done by a $\frac{2}{3}$ majority vote.

Article XI:

SHPE does not discriminate based on race, religion, gender, etc. This organization follows all codes of conduct set by the university and state.

__ Jackie Godinez
President

_ Kayla Vokt
*Internal Vice
President*

__ Carlos Ayala
Bellido

*External Vice
President*

__ John Martins
Secretary

__ Jose Garcia
Treasurer

__ Bianca de
Jesus Advisor